CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 766.4

Job Title: **CHEMIST IV**

Pay Grade: 23

GENERAL SUMMARY:

Performs, analyzes and interprets highly complex chemical analyses according to established laboratory procedures, ensuring quality control standards are met.

RESPONSIBILITIES:

- Oversees the daily work activities of staff personnel, including scheduling and reviewing work and training employees.
- Monitors the quality control and assurance of analytical test results.
- Performs complex technical chemical and bacteriological analyses of food, water, wastewater, industrial waste, pollution and/or other environmental samples.
- Provides guidance to staff members regarding complex analytical test evaluations and analyses.
- Handles instrument troubleshooting and maintenance; makes minor repairs.
- Performs sensitive or special technical assignments as required.
- Conducts advanced research programs in water and wastewater treatment technology.
- Supervises progress of basic applied research activities.
- Prepares manuscripts for publication and edits technical reports.
- Responsible for overall specification of treatment protocol.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Chemistry or a closely related field.

When assigned to Public Works Department:
Requires a Bachelor's degree in Chemistry or a closely related field, along with a thorough understanding of water and wastewater treatment technologies as well as Federal and State regulations impacting environmental and potable water quality issues.

EXPERIENCE:
Four years of analytical experience involving sophisticated electronic instrumentation in a laboratory or closely related facility are required.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
Chemist I
Chemist II
Chemist III
Chemist IV
Laboratory Supervisor
Laboratory Manager

Effective: October 1990
Revised: March 2017
Revised: August 2023